



Fronteras Spanish Immersion Charter School

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APC Board Meeting

Location: (Building B - 2nd floor Conf Room)
October 13, 2009 7:00 P.M.



Meeting Agenda

- I.** Call to Order/Pledge of Allegiance/Roll Call/Quorum Determined
- II.** Approval of the meeting notes for September 8, 2009, and approval of the agenda for October 13, 2009

Review meeting protocol:

- Try to keep meetings brief
- Let people give their reports and ask questions after each report
- Keep non-productive comments to a minimum

- III. Consent Agenda**

- A. Minutes**

- B. Board Updates:**

- C. Committee / Team Reports:**

- Facilities:**

- Public Relations:**

- "Accepting Applications" sign was removed 9/9
 - K-8 was installed 9/16
 - T-shirts orders were collected, and order was placed. Waiting for printer to complete the order.

- Treasurer's Report:**

- Academic & Curriculum Report:**

- Principal's Report:**

- Fundraising:**

- Teacher's Requests:**

- Monthly Family Activities**

- Miscellaneous Reports:**

- IV. Unfinished Business**

- Annual Meeting:**

- Board Applications:**

- Family Activities**

- Family Reading Night - Oct. 21 from 6-8 P.M.**

In conjunction with the activities of the evening, we will be hosting a Reading Challenge. The challenge is for students to read to or with a family member for the week leading up to the Reading Night. We have set a goal of 25,000 minutes for the school. This equals less than 20 minutes a day per student for 7 days. If the students reach this goal, may we throw a popcorn party for them on a Friday?

Science Fair

We will be setting up a committee to work on the details of the Science Fair. Mrs. Koutsky and Shannon Allan have already agreed to help. Our first meeting will be the week after Parent/Teacher Conferences. Does the APC Board have any thoughts or ideas concerning the Science Fair that I can take to the committee?

November	Go for the Gravy Run
December	VPA presents Babes in Toyland
January	Art Night
February	Movie Night
March	Science Fair
April	La Fiesta de Fronteras

Reading Fundraisers

Annual Meeting / Election of Officers:

Motion: Move that the APC hold a "Fall APC Special Session", by Ernie. This special session will be held on Tuesday, November 10, 2009 at 7:00 pm in the Multipurpose Room. The entire APC will be specifically invited to attend this event. The meeting will be used to provide a brief report to the APC on the current events of the school, introduce board member candidates, and hold a special election for the board member seats that were to expire in April 2009. The term for the newly elected board members will expire in April of 2011.

Motion: Move that the regular APC Board Meeting scheduled for Tuesday, November 10, 2009 be moved to Tuesday, November 17, 2009, by Ernie.

Discussion: The Annual Meeting is to be held at the first regularly scheduled meeting in April. This is a Bylaw requirement. If we want to hold an "extra" semi-annual full APC meeting to catch up for last year, that's fine and well, but we can't eliminate the April meeting because of it. We still need to plan on an April meeting; the board seats that didn't expire in April 2009 will expire in April 2010, so the rest of the board members will be up for reelection this spring.

Election of Board Members: Officers of the Board shall be elected by the Governing Board, at the first monthly meeting of the Board after the annual meeting (in April). If we hold an election at a semi-annual meeting, any vacant Board Officer seats would be filled at the next regular Board meeting. Normally that would be May, but if we hold an election in November, any open Officer positions would be filled in December.

Tutor Advisor: Has this position been filled?

Field Trip Protocol (Develop by Board & Teachers), 05-107: Postponed until September's meeting. Discuss the timing of field trips and the fundraising for them. Mr. Dinwiddie is developing a committee to work on this issue. Fundraising activities should be assigned to specific goals (i.e., new climbing wall, etc.)

Install Ice Rink: What decision has been made? Risk Management did not appear to be against our installing an ice rink, unless it includes the basket ball hoop. The pole is a safety issue. Should check out getting a grant to set it up.

Perhaps Mat-Su Health has a grant. Wendy will check with Melissa Kemberling.

Raffle: What raffles did the parents recommend pursuing? Sandra is working on a letter which will go out soon.

Wish List: We need to set up a Wish List and add "snow blower" to it.

Next Year's Goals: "Prioritize"

Computers/Laptops:

Phoenix Reading Program: Heather DeBerry (status)

99-998 Review *Task Report* items (Team). Changes noted on next report.

V. New Business:

Fundraising: Spaghetti Feed (Necia Kuleck)

Extra-Curricular Activity Fees

Motion: (be Ernie) Move that the APC Board formally adopt the following policy that was discussed via email last week, with a couple of revisions based on comments from board members: Monies that are deposited, or have been deposited, into the after school activity fund account will be spent on the activity they were deposited for during the period of that activity. After all expenses for an activity have been paid, the remainder shall not be refunded but instead shall be placed into our school's general activity account. Those funds are then used for any after school club or activity for which they are required at Fronteras, without specific attachment or assignment to a particular club or activity.

Curriculum Fees

Motion: (by Ernie) Move that the APC Board establish the following policy: Fees for required curriculum shall be capped at \$100 per family per semester. This amount may be adjusted annually to account for inflation. Families may submit a request to have the fee waived if it presents a financial hardship. If the fees collected for a required class or activity are not entirely spent on that activity, the remainder shall not be refunded but instead shall be placed into our school's general fund after all expenses for the class or activity have been paid.

Discussion: This is a separate policy from the after-school / extra-curricular activities fee policy that we discussed via email last week. That policy covers "elective" things that are not required by class. This policy applies to fees associated with a required class, such as a science lab fee, or art supply fee. Currently we do not have any fees for required classes, and there are no plans to add any. This policy is being proposed to satisfy the School District, parents, and our charter application requirements.

Annual Principal Review

Motion: (by Ernie) Move that the APC Board establish the following policy: An annual performance review of the Principal shall be held as an Executive Session of the entire Board on the last Tuesday of March. The Principal may request in writing that the review happen in an open meeting. The review shall be conducted by the Board Chair. Each voting Board member shall be given a

two minute period to comment except teachers and staff supervised by the Principal. The meeting shall be organized and professional. The Board shall create a performance review template prior to the meeting. The performance review template shall be filled in by the Board in Executive Session at the Regular March Board meeting. While all board members may offer opinions for the performance review form, the hiring committee shall complete the form. Teachers and staff on the Board shall participate in completion of any portions of the review template that clearly do not pertain to teacher and staff supervision. Teachers and staff shall be held to a high standard of awareness of conflict of interest.

Policy Manual

Motion: (by Ernie) Move that the APC Board establish the following policy: The APC Board shall create a Board Policy Manual. This manual shall list Board policies that are developed by Board Meeting decisions and votes. The manual shall be kept by the Secretary, but shall be created and maintained current by an APC member elected by the Board. The policy manual shall be chronologically organized, with distinct policy numbers being attached to each separate policy based on the year, month, and order of adoption within a meeting. The policy manual shall be updated monthly following the publication of the last Board Meeting Minutes.

Discussion Point: Only official "policy statements" and board votes would be included in this manual. Only policies that extend beyond a single act or incident would be included. For example, a vote that says all field trips shall be reported to the Board would be included, but a vote that said yes, we will purchase the new carpet, would not be included. Ernie Hetrick will offer to create the manual based on Joyce Boyd's meeting minutes to date. (09-100)

VI. Future Items/Future Business

Next meeting: November 10, 2009, at Fronteras, 7:00 P.M.

VII. Executive Session: Matters generally include those affecting finances and personnel, the public knowledge of which might prove adverse or prejudicial.

Note: Executive Committee Meeting after the APC Board Meeting.

VIII. Adjournment:

APC Governing Board Members

Additional Attendees

Present, Unless Noted Otherwise:

Wendy Bowen
Joyce Boyd, Secretary
Kevin Cochran
Ernie Hetrick
Robert Kalander, Chair
Lori Koutsky, Vice Chair
Shelly Lund
Sandra McMillian
Kati Sanders, Treasurer
Nina Shaw

Casey Bowen, Principal
